

Before the Survey

1. Know the Information

- Know the full name of the teacher(s) for whom you are administering the survey.
- Determine the Infinite Campus Portal web address for your District (fill in blank on Step 1 of Student How-To Guide and step 4 below).
- If not all students know their Campus Portal usernames and passwords, obtain them following your district’s guidance.
- Know your district’s procedure for resetting student account passwords if needed.

2. Prepare Materials


- Make a copy per computer of [Student “How-To” Guide for Student Voice Survey](#) with your district’s Infinite Campus Portal Web Address (fill in blank if needed before copying).
- If needed, make slips with Campus Portal username and password for each student.*
- If desired, download the [Student How-To Guide](#) presentation.

** Keep security in mind if handing out slips with username and password. Be sure to have a plan to collect and/or destroy slips when students are done.*

Administering the Survey

- Review the Student How-To Guide presentation with students (if desired).
- Instruct students to logon to the computer.
- Instruct students to open a web browser.
- Instruct students to go to _____.
- Instruct students to complete Step 1-6 of the *Student “How-To” Guide*.

NOTE: Students may see more than one teacher listed. Make sure students choose the teacher for whom they are responding at this time. If the link for the teacher is not available, no one can fix it. Students should not complete other surveys until asked.

- Provide accommodations for students during the survey.
- Ensure each student has completed each step before moving to the next step.
- Ask students if they have any problems accessing their account. If any students are having issues with their account, they are to let you know immediately. If any student cannot access their Infinite Campus Portal account, follow the procedure established by your district.
- Students should answer all of the survey questions to the best of their ability.
 - If a student is unsure on a particular question, he/she may leave it blank.
 - You may read a question to the student if needed.
 - Students will need to click **Next Page** to advance the survey. Students may click **Previous Page** to go to a prior page if desired.
 - Inform students that the final page of the survey will contain a button labeled **Complete Survey**, students should click this button and the button labeled **Close Survey** in the next window to record their responses.
 - Students should **not** click the Exit (X) button  at the top of the survey web browser window. Surveys are considered incomplete if the Complete Survey button is not clicked.

- If students are responding for more than one teacher during this session, instruct them to complete Steps 3-6 of the *Student “How-To” Guide* as needed ONLY for teachers you request.
- When they finish, instruct students to logoff the Campus Portal and the computer.

Note: Surveys submitted before 7:00am and after 5:00pm are not considered valid.